

Member Grants Fund Report Form

During the 2022/23 financial year your organisation received a grant from Swale Borough Council to run a community project through the Culture Grants Fund. To ensure that the grant is spent correctly and that we continue to improve the scheme please could you complete this form and **attach a receipt to demonstrate how your grant was spent.**

By completing this form you will help us to get an idea of the:

- Number of people participating and benefiting from your project;
- Impact of the grant on the community;
- The place Members' Grants have had in supporting the community;
- How we can improve Member development.

Please feel free to attach any further supporting evidence or your own evaluation of the project.

Please return the form **immediately after project completion** to the Community Grants Team, Economy and Community Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT, or by email to communitygrants@swale.gov.uk. If you have any questions please call 01795 417155.

Organisation Name: _____

Activity/Project Name: _____

Have you delivered the project outlined in your application? Was there any variation on this?

Would you have been able to run your project without funding from Swale Borough Council?

Describe how you contacted and worked with your local ward member? (This could include correspondence by email, phone or in person).

Please review the budget taken from your application and confirm expenditure and any income, copies of receipts can be used as evidence.

Expenditure	Details	Amount	Actual / Comments
Total Project Expenditure			

Income (cash/in-kind)	Details	Amount	Actual / Comments
Total Project Income			

Grant Request (Total Expenditure – Total income)		
--	--	--

Please contact us if your project has underspent on funds received and we can discuss any possible refund to Swale borough council.

Swale Borough Council may contact you for further information on your project for us to share this good news story.

Declaration:

I confirm that the information provided in this form and accompanying documents is correct, as far I know, and conforms to the standard conditions of a Member Grant agreement letter, which was signed to receive a grant.

Signature: _____

Name: _____

Position: _____

Date: _____

You may scan or request an email version of this form but please do not forget to attach your receipts for how the grant was spent.